Step-by-Step Guide to Using eZ-Audit For Not-for-profit Schools

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eZ-Audit Overview

Frequently Asked Questions…

What is eZ-Audit?

eZ-Audit is a web based paperless single point of submission for financial statements and compliance audits. A designee from your school simply signs on to eZ-Audit, enters summary audit and financial data directly from your report into a web form, attaches an electronic version of the report, and hits the submit button. Your submission through eZ-Audit will allow for more rapid and efficient processing by the Department of Education (**ED**) and therefore provide you with immediate feedback.

How does eZ-Audit work?
1. Your school submits its compliance audit data and summary financial data via an internet web form (follow this manual for complete instructions).
2. Your school also attaches an electronic copy of your financial statement and compliance audit in a non-editable pdf format (using Adobe Acrobat).
3. The eZ-Audit system automatically forwards flagged financials and deficient audits to FSA's Case Management Team for resolution.
4. Case Teams communicate with you to reach resolution.
5. As desired, you can periodically check eZ-Audit for the status of your report.

How does eZ-Audit Benefit You?
- You will receive instant acknowledgement of receipt – no more lost reports!
- You will no longer need to make any copies or send reports in the mail to ED.
- Processing times will be greatly reduced, thus allowing for quicker remediation of findings.
- Web forms will contain pre-populated fields.
- There are no new reporting requirements – data entry will be limited to the same data already contained in the reports.
- The time spent submitting these forms should be less than 1 hour.
- Status of your submissions will be accessible to you online at anytime.
- A Help Desk will be available for assistance at 1-877-263-0780.

Who at my school will use eZ-Audit?
- *eZ-Audit Institution/School Administrator*, selected by your school, is responsible for:
  - Registering your school with eZ-Audit
  - Providing/managing access to data entry and submission approval personnel, as identified by your school
  - Maintaining security information regarding schools users as required
- *eZ-Audit Data Entry Users*, selected by your school, are responsible for:
  - Entering data into the eZ-Audit system
  - Attaching non-editable, pdf files of financial statements and compliance audits
- *eZ-Audit Submission Approvers*, selected by your school, are responsible for:
  - Reviewing the submission prior to "submit"
  - Approving the submission via the "submit" action

What role should my auditor play in eZ-Audit?
You may choose to ask your auditor to serve as a *Data Entry User* of eZ-Audit. This means that your auditor would complete the fields in the system, and attach the audited documents in the non-editable. pdf format.

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It your auditor is *not* selected as a Data Entry User, you may request that your auditor electronically sends you your financial statements and compliance audits in the non-editable. pdf format using Adobe Acrobat.

Please note that attestation of your financial statements and compliance audits will be in the attachments of your documents – **additional electronic signatures are not required**.

eZ-Audit Technical Requirements

eZ-Audit is a **web-based application.** This means you will not need to load a new application on your computer. You will simply need to ensure that you have an **Internet browser – either Netscape 4.76 or 6.2 or Internet Explorer 5.0 or higher.**

NOTE **If you receive an error that does not allow you to access eZ-Audit when you type in the URL from your internet browser, please contact your network administrator and request that he/she do one of the following:**

- Open your firewall to allow all 165.224.xxx.xxx addresses through, which would allow your school access to all ed.gov sites
- Conduct an nslookup on ezaudit.ed.gov which will allow your school access to eZ-Audit

eZ-Audit requires you to attach a non-editable pdf version of your annual submissions. **Adobe Acrobat** must be used to create this attachment. You have several *options* for obtaining Adobe Acrobat:

- Purchase Adobe Acrobat 5.0 software that will allow you to scan paper copies of your submissions and convert them to pdf. (The retail cost of the software is approximately $250)
- Convert an electronic version of your submission (word, excel, etc) to pdf format using www.adobe.com online. (Adobe provides this conversion capability for $9.99 for one month with unlimited use.)
- Bring paper copies of your submissions to your local copying center (Kinkos, etc.) and request that they create a pdf version of your submission. (The cost of this option will vary, however $30 - $50 is a reasonable estimate.)

Consolidated Submissions (School Group Submissions)

ED considers a school group as a collection of schools whereby a single school within the group (what ED calls the submitting institution) or a designated representative (such as a State Auditor) submits a single consolidated financial statement and compliance audit together to ED (For example; State of Louisiana (who submits for all the state schools in Louisiana), etc.).

NOTE **If you provide ED with a consolidated submission (meaning that you submit on behalf of more than one school), only the submitting institution needs to register with eZ-Audit. Submitting institutions will submit for all schools in their school group. This single, consolidated submission for the school group will fulfill the reporting requirements for all schools that are part of the group. ED does not require that non-submitting institutions in the group register with eZ-Audit. As the submitting institution completes the audit information, please ensure that these questions are answered for all schools in your school group. For example, if any of the schools in your group have FFELP program then click YES for this question or if any of the schools in your school group have findings then please click YES for this question too. The submitting institution is only completing the Compliance Audit Information page once representing all schools in the group- the page should not be completed multiple times for each school. If you have additional questions regarding school groups, please send an email to fsaezaudit@ed.gov or contact the eZ-Audit hotline at 1-877-263-0780.**

eZ-Audit Submission Requirements

The Department of Education strongly encourages you to use eZ-Audit for your annual submission. As of July 1, 2003 the Department of Education will no longer accept paper submissions of financial statements and compliance audits.

NOTE	**OMB still requires submissions of A-133 reports (public and not-for-profit institutions) to be sent to the Federal Audit Clearinghouse**.

When must an institution submit financial statements and/or compliance audit?

- ➢ **All participating institutions must submit financial statements and compliance audits annually. (34 CFR 668.23 and OMB Circular A-133)**
  - o <u>Not-for-profit institutions'</u> financial statements and compliance audits are due <u>nine months after</u> the end of the fiscal year (OMB Circular A-133).

- ➢ **If you are seeking initial participation in the Title IV Program.**
  - o Please note that an Application for Approval to Participate in Federal Student Aid Programs (www.eligcert.ed.gov) should be filed at the time of your submission.

- ➢ **If you undergo a change in ownership, merger or structure change.**
  - o Please note that an Application for Approval to Participate in Federal Student Aid Programs (www.eligcert.ed.gov) should be filed at the time of your submission.

- ➢ **If you wish to be reinstated to participate in Title IV program(s).**
  - o Please note that an Application for Approval to Participate in Federal Student Aid Programs (www.eligcert.ed.gov) should be filed at the time of your submission.

eZ-Audit Rules of Behavior

eZ-Audit is a Department of Education system. Department of Education computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of Education computer systems is owned by the Department of Education and may be monitored, intercepted, recorded, read, copied or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure."

You may decide to send FSA information, including personally identifying information. The information you supply – whether through a secure Web form, a standard Web form, or by sending an electronic mail message – is maintained by FSA for the purpose of processing your request or inquiry. FSA also uses the information you supply in other ways to further FSA's mission of maintaining stability and public confidence in the nation's banking system. Various employees of FSA may see the information you submit in the course of their official duties. The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be

sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA.

The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with the eZ-Audit web site, or you have questions about FSA's privacy policy and information practices, you should e-mail us at webmaster@fsa.ed.gov. Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail.

NOTE | **All eZ-Audit users are required to carefully read and sign the *eZ-Audit Rules of Behavior* document that can be accessed via the web at http://ifap.ed.gov. Each user of the eZ-Audit system must download a copy of the Rules of Behavior document, sign it and retain the copy in the institution's files.**

Questions/Concerns

- o   eZ-Audit will continue to post updates and critical information to IFAP at http://ifap.ed.gov.

- o   You can send an email to fsaezaudit@ed.gov .

- o   Contact the eZ-Audit hotline at 1-877-263-0780.

eZ-Audit Registration

All institutions must submit a registration request letter to the Department of Education in order to gain access to eZ-Audit.

To register, please <u>mail a letter on your school's letterhead</u> that includes the following:

1. First and Last Name of appropriate person in authority (e.g. President/CEO/Chancellor)
2. Signature of person named in #1 above
3. First and Last Name of eZ-Audit Institution Administrator
4. Signature of designated eZ-Audit Institution Administrator
5. e-mail address of eZ-Audit Institution Administrator
6. Phone number and extension (if necessary) of eZ-Audit Institution Administrator
7. Fax Number
8. OPE ID
9. Fiscal Year End Date

Where do I send my Registration Request Letter?
Registration Request Letters should be printed on school or corporate letterhead and mailed to:

The United States Department of Education
Federal Student Aid
Attention: Ti Baker
830 First Street, NE
Room 74G2
Washington, DC 20202

How will I receive my registration confirmation and eZ-Audit Institution Administrator user ID and password?
Your registration confirmation and eZ-Audit Institution Administrator user ID and temporary password will be sent to the email address provided in the registration request letter that you mailed to the Department of Education.

You will receive two registration confirmation emails. The first email from eZ-Audit will include your user name and instructions for accessing the eZ-Audit website. For security purposes, your temporary password will be delivered in a second email from eZ-Audit.

Once I have sent in my Registration Request letter and have received my registration confirmation emails, when and how do I begin using eZ-Audit?
To access eZ-Audit on or after April 1, 2003 simply type in the URL, www.ezaudit.ed.gov in your internet browser, and when the eZ-Audit login screen appears, type in the user name and temporary password you received through email from eZ-Audit.

Even if you are not required to submit on April 1, please be sure to log on to the eZ-Audit system immediately, in order to change your temporary password and ensure your access to the site is secure.

> **NOTE** **If you submit financial statements and compliance audits for multiple schools, only the submitting institution needs to register with eZ-Audit. The single, consolidated submission made by the "submitting institution" will fulfill the requirements for all schools in the school group**.

Administrative Tasks/Security

Login

After typing in the URL www.ezaudit.ed.gov in your Internet browser, the "Welcome to eZ-Audit" screen below should appear:

1. Enter the username provided to you by email during the registration process.
2. Enter in your password or your temporary password if this is your first time using this site.
3. Single click the **LOGIN** button-this will take you to your institution's homepage.

> **NOTE** **Your user name will be the first letter of your first name, the first five letters of your last name and 2 numeric characters.**

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Logout

If you clicked on the **LOGIN** button from the page above, this will bring you to your institution's homepage. The screen below should appear with your institution's name:

1. To logout of the eZ-Audit system, click on the **LOGOUT** button at the top of this page. The screen shown on the next page should appear if you have successfully logged out of the system.

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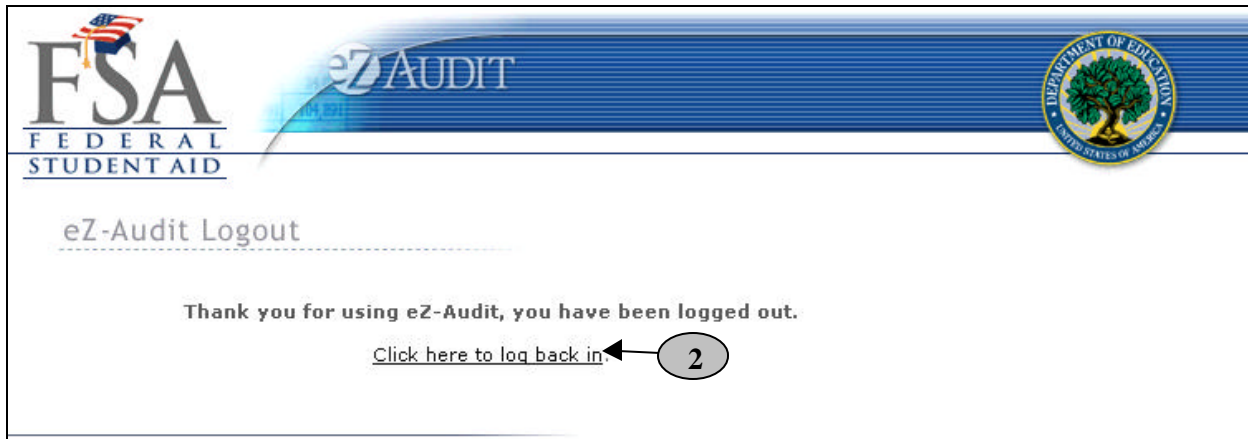
2. To log back into the eZ-Audit system click on the underlined link above and repeat the **LOGIN** step.

| *NOTE* | **Your eZ-Audit session will automatically expire after 30 minutes of inactivity**. |

My Profile

To update your profile (i.e. username, email address, phone number, password, etc.), repeat the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. The screen below should appear with your institution's name:

1. Click on the underlined text "Update My User profile" located on the lower left hand side of the screen. This will take you to the Update My Profile page shown on the next page.

> **NOTE** **This page is used to update your user profile information such as name, email address, phone, password, etc.**

If you clicked on the underlined text "Update My User profile" on your institution's homepage, the screen below should appear:

Change Password

To change your password, repeat the **My Profile** step. This will take you to the Update My Profile page. The screen shown below should appear at the bottom of that page:

1. Type your old or temporary password.
2. Type your new password.
3. Retype your new password.
4. Click the **SAVE** button to ensure all changes are successfully captured by the system.
5. Click the **RESET** button to cancel current entries and begin again.

> **NOTE** **The password must be 8-15 characters in length and must include uppercase, lowercase letters and numeric values. Clicking the SAVE button ensures all information has been saved by the system. Please note that the system will automatically prompt you to change your password every 90 days. Follow the same process described above to make this change. If you require additional help, contact the Help desk at 1-877-263-0780.**

Navigation

To move from field to field in the eZ-Audit system, simply press the **Tab** button on your computer. This takes you from one field to the next.
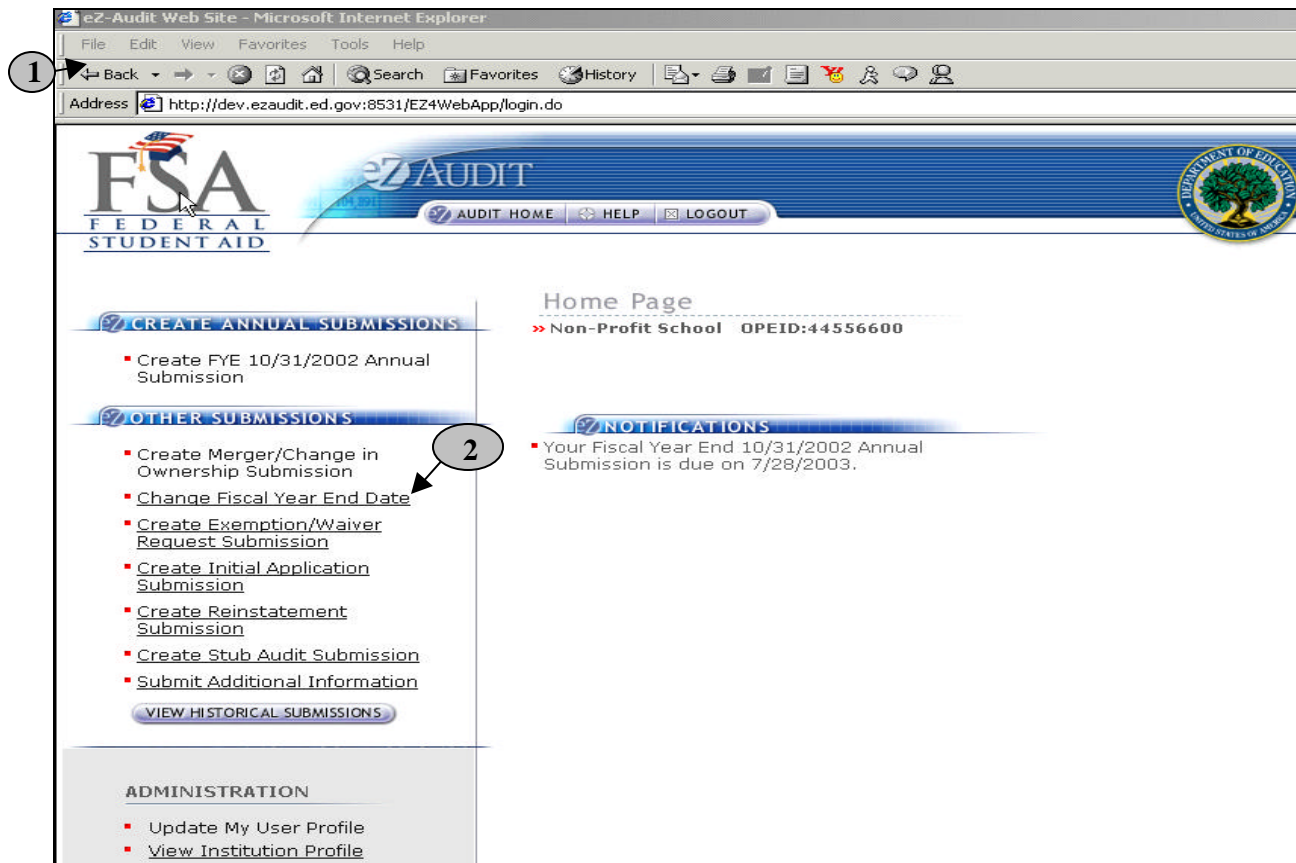
1. To go back to a previous screen or action, simply click on the back or forward button.
2. To move across forms or sections in the system, click the underlined text of interest.

Data Edits

Edit checks will be automatically performed on each page when you click on any of the transaction buttons such as the "**SAVE or SAVE and PROCEED** " buttons. If any invalid data entries are detected, the page will redisplay with error message(s) at the top indicating the field that needs to be corrected and the correction to be made. To continue, make the changes indicated by the message(s) displayed and click the "**SAVE or SAVE and PROCEED**" buttons. This will allow for the submission process to continue. The system will not allow you to submit to the Department of Education without correcting the errors. See sample screens below:

NOTE   **The eZ-Audit system does not allow punctuation marks in the fields. For example, "$" dollar, ":"colon and "," comma signs input into the system will result in an error message. Also, please note that all fields must be completed. Enter "0" for any null response.**

eZ-Audit Security

System Security and Use: All eZ-Audit users are required to carefully read and sign the *eZ-Audit Rules of Behavior* document that can be accessed via the web at http://ifap.ed.gov. Each user of the eZ-Audit system must download a copy of the Rules of Behavior document, sign it and retain the copy in the institution's files. This document (Rules of Behavior), clearly defines acceptable behavior and the consequences for flouting such behavior as contained in P.L. 99-474.

To ensure that you as a user are protected from unauthorized users having access to your system, the following points should be considered and adhered to diligently:

- o Do not leave computers unattended when processing sensitive data.
- o Place sensitive information out of sight when visitors are present.
- o Verify that you are completely logged off from an active session.
- o Invoke screensaver password when leaving a workstation.
- o Only authorized employees within your institution should have access to the eZ-Audit system.
- o Do not write your password down on paper.
- o Passwords should be no less than eight characters and should contain both alpha and numeric characters.
- o Avoid creating passwords that can be easily guessed (e.g., names of children, pets, etc.).
- o Do not disclose your password to others (e.g., to a coworker in order to share files).

Privacy: THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure."

Manage Users

Types of Users and Responsibilities

1. The **eZ-Audit Institution/School Administrator**, selected by your school, is responsible for:
   - Registering your school with eZ-Audit
   - Providing/managing access to data entry and submission approval personnel, as identified by your school
   - Maintaining security information regarding schools users as required
2. The **eZ-Audit Data Entry Users**, selected by your school at registration are responsible for:
   - Entering data into the eZ-Audit system
   - Attaching non-editable, pdf files of audited financial statements and compliance audits
3. The **eZ-Audit Submission Approvers**, selected by your school, are responsible for:
   - Reviewing the submission prior to "submit"
   - Approving the submission via the "submit" action

Institution Administrator Homepage

To log into the eZ-Audit system as your institution's administrator, repeat the **LOGIN** step. The screen below should appear once your administrator's username and password has been entered and verified by the system. This screen below is different between persons having administrator or user's rights:
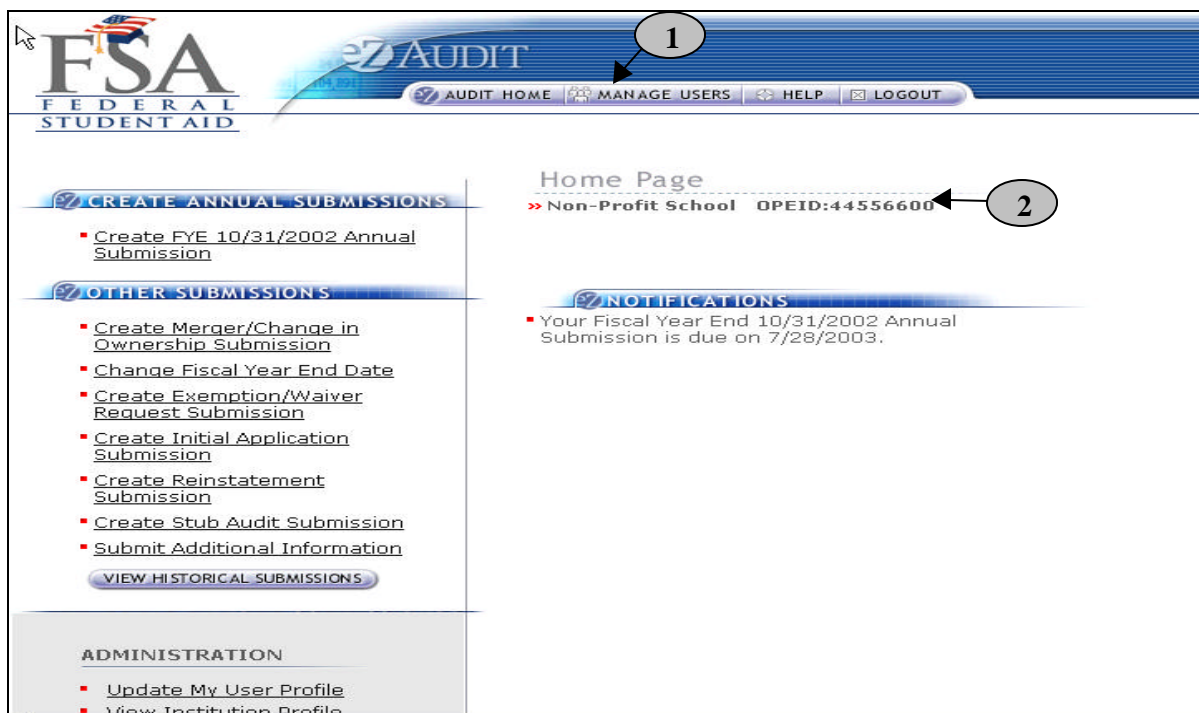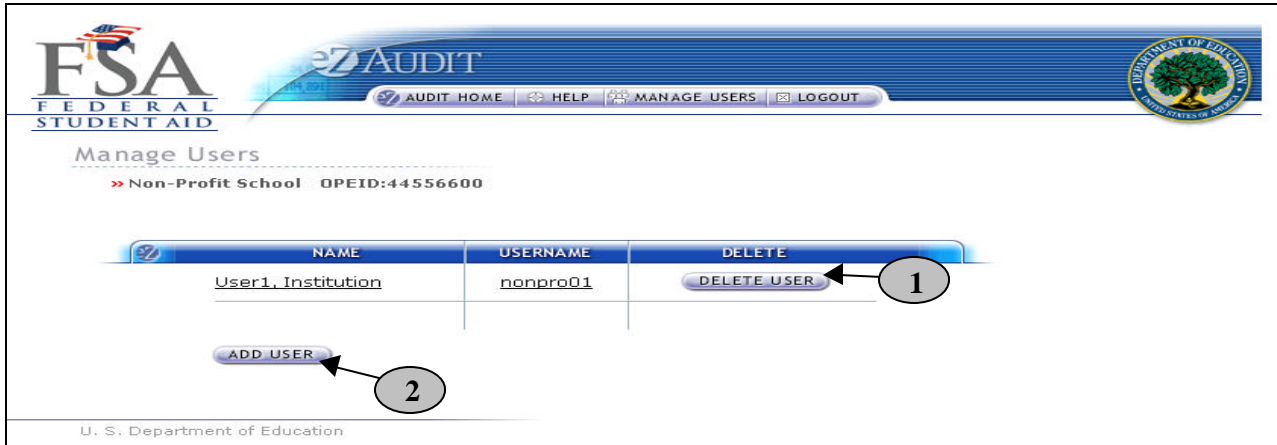
1. The **MANAGE USERS** button should be displayed if you have administrator's rights to this system. Click on it to perform any of the manage users tasks such as adding or deleting a user. The screen on the next page should appear.
2. This should read the name of your institution and OPEID number. Confirm that this is correct.

Creating Data Entry Users

If you clicked on the "**Manage Users**" button, the screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **DELETE USER** button to delete a user from the system.

3. Complete all required fields providing the name and contact information for the "New User".
4. Do not forget to specify the New User's role (see "**Manage Users**" for role definition).
5. Remember to click on the "**ADD USER**" button to save all entries.

> **NOTE** **Each registered institution's administrator will have the capability to add or delete a user for their institution. When a new user is added, the user will receive 2 email notifications, one containing their username and the other containing the user's temporary password**.

Institution Profile Page/Status

Institution Profile

This is a sample of what an institution's profile page should look like. Institutions should confirm that the information is correct.

> **NOTE** **Changes to the Institution's Profile can only be made via the eAPP. This can be accessed at www.eligcert.ed.gov.**

Historical Submissions

This page provides a history of the institution's past transactions as available in the eZ-Audit system. You may view prior submissions at anytime. Please note that you will have "read" only access to these historical submissions.

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Notifications

At anytime you will be able to view your institution's review status by viewing the notification section of your homepage. This can be reached by repeating the step **LOGIN**. This will bring you to your institution's eZ-Audit homepage and the screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
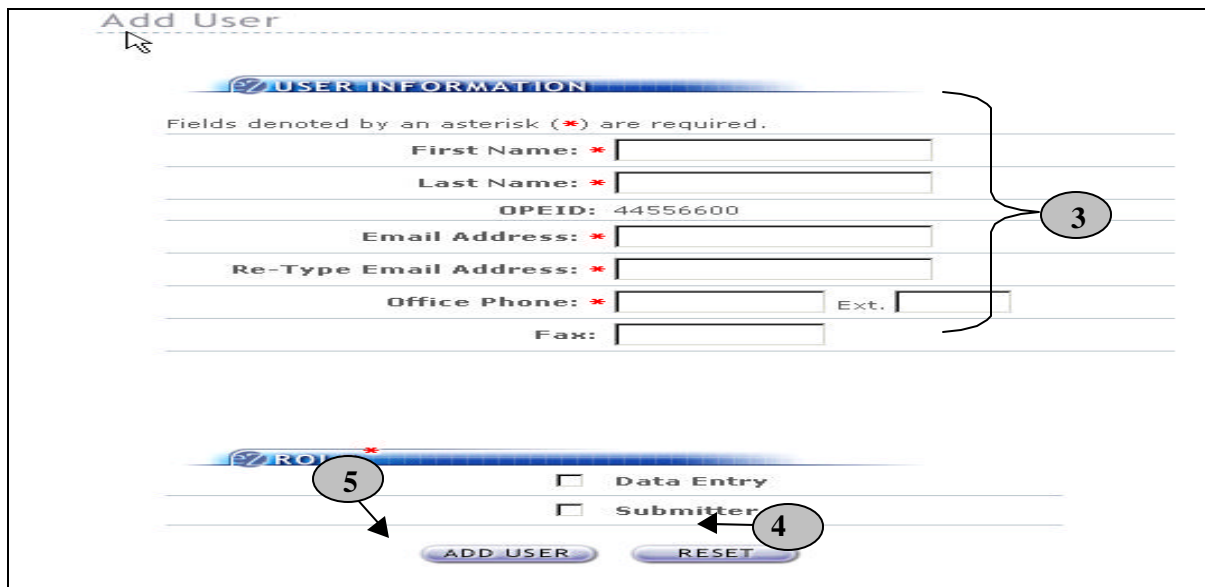2. This is the Notification section. Most recent institution's submission status and other notifications will be displayed.

Annual Submissions

Financial Statement

To complete your institution's annual submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Create FYE----Annual Submission", and then the screen below should appear with your institution's name:

> **NOTE** **If you are submitting for a school group (consolidated financial statements and/or consolidated compliance audit) only one institution (OPEID) in the group should be used to satisfy the reporting requirement for all institutions that are part of the school group. In other words, if any of your group audits have findings or a disclosure then you must click YES when the system prompts you with this question. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.**

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated, **YES** will be displayed with the name of the institution the Department of Education has on file as covered in the financial statements. Please see the note above and contact the help desk at 1-877-263-0780 if you require additional help or if there are any discrepancies.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.

5. Provide a reason if your audit period is less than a year.
6. This is the auditor information on file with the Department of Education.
7. If the auditor's information is correct, no action is required. If incorrect, please update with current information.
8. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.

Not-for-profit Annual Submission– Financial Statements page continues:

9. Are your financial statements prepared in accordance with GAAP? Please see 34CFR 668.23 for requirements.
10. Are your financial statements audited in accordance with GAGAS? Please see 34CFR 668.23 for reporting requirements.
11. Please select appropriate opinion type from the drop down list based on your auditor's opinion.

Not-for-profit Annual Submission– Financial Statements page continues:

12. If your submission contains any of the disclosures listed, please select all that applies as **YES** or **NO** for all disclosures that do not apply.
13. Under this section, please click on each of the types of statements and complete the fields requested.
14. Click on Balance Sheet/Statement of Financial Position –(see section on completing the Balance Sheet).
15. Click on Statement of Activities –(see section on completing the Statement of Activities).
16. Click on Cash Flow Statement- (see section on completing the Cash Flow Statement).
17. Click the **CANCEL** button to make changes to all entries.
18. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
19. Click the **SAVE and PROCEED** button to go to the Program and Audit Information page. This is the next stage in the submission process.

| NOTE | **If you have not submitted your prior fiscal year end financial statement and compliance audit, you will not be able to submit your annual submission. All Not-for-profit schools are required to complete: the Balance Sheet, Statement of Activities and Cash Flow Statement.   Do not leave any field blank.** |

Balance Sheet (Statement of Financial Position)

If you clicked on the underlined text "Balance Sheet" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Financial Statements", and then click on the underlined text "Balance Sheet" on the lower part of the page. The screen below should appear:

NOTE   **All data entered on this page should come directly from the balance sheet and/or notes that will be attached with your submission. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.**

Balance Sheet Information

All fields are required.

Cash and Cash Equivalents:	$	1
Accounts Receivable - Student:	$	2
Accounts Receivable - Employee:	$	3
Accounts Receivable - Related Parties - Secured:	$	4
Accounts Receivable - Related Parties - Unsecured:	$	5
Contributions Receivable:	$	6
Pledges Receivable:	$	7
Accounts Receivable - Other:	$	8
Allowance for Doubtful Accounts:	$	9
Net Accounts Receivable:	$0	10
Prepaid Expenses:	$	11
Inventories:	$	12

1. Cash on hand, demand deposits in banks and other accounts characteristic of demand deposits that may be withdrawn without prior notice or substantial penalty. See SFAC NO 6,SFAS 117 & FASB Technical Bulletin NO. 81-4.
2. All amounts due from students on account. See SFAC NO 6 and SFAS 117.

3. All amounts due from employee borrowings from the institution or employee advances. See SFAC NO 6 and SFAS 117.
4. All amounts due from related parties [owners, shareholders and affiliates] on account that are collateralized or subject to a security agreement. See SFAC NO 6 and SFAS 57/117.
5. All amounts due from related parties [owners, shareholders and affiliates] on account that are not collateralized or subject to a security agreement. See SFAC NO 6 and SFAS 57/117.
6. All amounts receivable from contributors and/or donors. See SFAC NO 6 and SFAS 117.
7. All amounts receivable due to pledges by constituents, etc. See SFAC NO 6 and SFAS 117.
8. All amounts on account not included in line items 2 thru 7 above. See SFAC NO 6 and SFAS 117.
9. The amount of an allowance recorded to recognize the value of uncollectible accounts. See SFAC NO 6 and SFAS 117.
10. Net realizable value of all accounts receivable. Equals gross accounts receivable less the allowance for doubtful accounts [line items 2 thru 8 minus 9. See SFAC NO 6 and SFAS 117.
11. Expenses that result from a cash outlay in a prior period; and, has not yet been consumed. See SFAC NO 6 & SFAS 117.
12. The cost of goods purchased for resale in the normal course of business. See SFAC NO 6 & SFAS 117.

Balance Sheet Continues:

13. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement. See SFAC NO 6 and SFAS 57/117.
14. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement. See SFAC NO 6 & SFAS 57/117.
15. All amounts on account in the form of promissory notes not included in line items 11 and 12 above. See SFAC NO 6 & SFAS 117.

16. Property, Plant and Equipment used in operations [placed in service]; not to include construction in progress. See SFAC NO 6 & SFAS 117/121.
17. Cumulative total of all depreciation expense incurred on property, plant and equipment including capital leases used in operations. See SFAS 93,APB NO. 1and SFAS 93/117.
18. Property, Plant and Equipment including capitalized leases net of accumulated depreciation. This will be automatically calculated by eZ-Audit.
19. Costs of issuing bonds including documents preparation, origination, placement fees, etc. See SFAC NO. 6 & SFAS 117.
20. All purchased intangibles including patents, franchises, copyrights, trademarks, brand names, covenants not to compete, goodwill, accreditation costs, program development costs, etc. See SFAS 117/142 & APB NO. 1, SOP 98-5.
21. Debt and equity securities, facilities, land and other assets held for long-term purposes. See SFAC NO. 6 & SFAS 115/117.
22. Deferred [capitalized] advertising costs resulting from direct response advertising, only. SOP 93 and SFAS 117.
23. All assets not included in line items 1 thru 20 above. See SFAC NO. 6 & SFAS 117.
24. Sum of all assets included in line items 1 thru 23 above. This will be automatically calculated by eZ-Audit.

Balance Sheet Continues:

Accounts Payable: $	25
Refunds Payable: $	26
Student Deposits and Advances: $	27
Accrued Expenses: $	28
Deferred Tuition: $	29
Lines of Credit: $	30
Capital Lease Obligations: $	31
Long-term debt - Notes: $	32
Long-term debt - Bonds: $	33
Long-term debt - Other: $	34
Post Employment & Post Retirement Benefits: $	35
Deferred Compensation: $	36
Annuities Payable: $	37
Other Liabilities: $	38
Total Liabilities: $0	39

25. All amounts owed to suppliers or providers of services from normal operations. See SFAC NO. 6 & 117.
26. All amounts owed to students and/or financial partners subject to Title IV programs. See SFAC NO. 6 & 117.
27. All amounts owed to students from deposits and advance payments. See SFAC NO. 6 & 117.

28. Current liabilities that result from the consumption of an asset or service during the fiscal year prior to payment. See SFAC NO. 6 & SFAS 117.
29. Receipts on tuition not recognized as revenue due to Department policy requiring pro rata recognition. See SFAC NO. 6 & 117.
30. Amounts owed due to lines of credit with banks. See SFAC NO. 6 & 117.
31. Net present value of minimum lease payments not maturing during the next fiscal year. See SFAS 13/98 and 117.
32. All formal long-term debt instruments in the form of promissory notes used for long-term purposes. See SFAS 47and 117.
33. All formal long-term debt instruments in the form of bonds used for long-term purposes. See SFAS 47and 117.
34. All other instruments of debt used for long-term purposes. See SFAS 47and 117.
35. All amounts owed on plans that pay employees or their beneficiaries for post reemployment or post retirement benefits other than pensions; must be shown on face of the balance sheet. See SFAS 10,112,32 and SFAS 117.
36. All amounts owed for pensions, retirements and other deferred elements of compensation. See SFAS 10,112,32 and SFAS 117.
37. Obligations arising from transactions with donors via split interest agreements, etc. See AICPA (Not-for-Profits).
38. All liabilities not included in line items 25 thru 37 above. See SFAC NO. 6 and SFAS 117.
39. Sum of all liabilities Included in line items 25 thru 38 above. This will be automatically calculated by eZ-Audit.

Balance Sheet Continues:

40. Net assets of the institution not subject to donors restrictions as to time and purpose. See SFAC NO. 6 and 117.
41. Components of temporarily restricted net assets that arise from transactions with owners via split interest agreements. See AICPA (Not-for-Profits).
42. All temporarily restricted net assets not included in line item 41 above. See SFAC NO. 6 and SFAS 117.

43. Total nets assets of the institution temporarily subject to donor's restrictions as to time or purpose [included in line items 41 thru 42 above]. This will be automatically calculated by eZ-Audit.
44. Net assets of the institution permanently subject to donor's restrictions as to time and purpose. See SFAC NO. 6 and SFAS 117.
45. Sum total of all categories of net assets [sum of line items 40, 43 and 44 above]. This will be automatically calculated by eZ-Audit.
46. Sum of Total Liabilities and Total Net Assets [line item 39 plus line item 45. This will be automatically calculated by eZ-Audit.
47. Click the **CANCEL** button to make changes to all entries.
48. Click the **CALCULATE** button to have eZ-Audit conduct calculations.
49. Click the **SAVE and PROCEED** button to capture all entries and to go to the Statement of Activities page, to complete the next step in your submission process.

NOTE **See 34 CFR 668.23, 34 CFR 668.171, and 34 CFR 668.172.**

Statement of Activities

If you clicked on the underlined text "Statement of Activities" from the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Financial Statements", and then click on the underlined text "Statement of Activities" on the lower part of the page. The screen below should appear:

1. Income received from students duly enrolled in the institution per ED income recognition policy net of internal scholarships. See APB NO.9/30 and SFAS 117.
2. Value of assets received from contributors and donors via transactions with unrelated parties. See APB NO.9/30 and SFAS 117.
3. Income received from supporting or supplementary activities [e.g. dormitories, food service, book store]. See APB NO.9/30 and SFAS 117.
4. Income received from assets classified as investments [e.g. debt and equity securities. See APB NO.9/30 and SFAS 117.
5. All income elements not included in line items 1 thru 4 above [including all other increases in unrestricted net assets [transfers in]. See APB No. 9/30 and SFAS 117.
6. Value of all assets released to unrestricted net assets for operations purposes after lapse of donor restrictions. See APB NO.9/30 and SFAS 117.
7. Sum total of elements of income [line items 1 thru 6 above]. eZ-Audit system will calculate this automatically.
8. Expense incurred on activities conducted for instructional purposes [e.g. faculty salary/wages and related expenses, instruction materials, etc.]. See APB NO.9/30 and SFAS 117.

Statement of Activities Continues:

9. Expense incurred on activities conducted for research purposes [e.g. cost of wages, materials and facilities]. See APB No. 9/30 and SFAS 117.
10. Expense on activities conducted for public service purposes [e.g. community services, public relations, etc.]. See APB No. 9/30 and SFAS 117.
11. Expense on activities conducted for academic support [e.g. President's Office, Financial Aid, Registrar, Business Office, etc.]. See APB No. 9/30 and SFAS 117.
12. Expense on activities conducted for student services [admissions, student affairs, placement, publications, etc.]. See APB No. 9/30 and SFAS 117.
13. Expense on activities conducted for institutional support [computer services, special programs, alumni relations, etc.]. See APB No. 9/30 and SFAS 117.
14. Expenses for the systematic expiration of tangible assets [depreciation] and intangible assets [amortization] used in operations. See APB No. 9/30 and SFAS 93/117.
15. Expenses on outstanding debt securities of the institution. See APB No. 9/30 and SFAS 117.
16. Expense incurred on other supporting or supplemental activities [e.g. dormitories, food service, grounds, maintenance, book store, etc.] See APB No. 9/30 and SFAS 117.
17. Costs of internal developed scholarships; should be treated as contra revenue items. See APB No. 9/30 and SFAS 117.

18. All expenses not include in line items 8 thru 17 above [including all other decreases in unrestricted net assets; and, expenses related to temporarily or permanently restricted net assets]. See APB No. 9/30 and SFAS 117
19. Value of unrestricted net assets released [transferred] to restricted [temporarily or permanently] net assets. See APB No. 9/30 and SFAS 117
20. Total of all expenses shown above [line items 8 thru 19]. eZ-Audit system will calculate this automatically.
21. Net of all increases [line item 7 minus line item 20 above]. eZ-Audit system will calculate this automatically.
22. The balance of unrestricted net assets at the beginning of the fiscal year. See APB No. 9/30 and SFAS 117
23. The balance of unrestricted net assets at the end of the fiscal year [line item 21 plus line item 22]. See APB No. 9/30 and SFAS 117. eZ-Audit system will calculate this automatically
24. Click the **CANCEL** button to erase all entries.
25. Click the **CALCULATE** button for eZ-Audit to conduct all calculations.
26. Click the **SAVE and PROCEED** button to save all entries and then take you back to the Financial Statements page.

NOTE	**See 34 CFR 668.23, 34 CFR 668.171, and 34 CFR 668.172.**

Cash Flow Statement

If you clicked on the underlined text "Cash Flow Statement" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Financial Statements", and then click on the underlined text "Cash Flow Statement" on the lower part of the page. The screen below should appear:

1. Net cash provided from [used by] operating activities arrived at by adding non-cash expenses to and subtracting non-cash revenues from net income. See SFAS NO. 95,102 and 104.
2. Net cash provided [used] from activities involving: a) lending money and collecting on loans, b) acquiring and selling or disposing on available-for-sale or held-to-maturity securities and c) acquiring and selling or disposing of long-term productive assets. See SFAS NO. 95,102 and 104.
3. Net cash provided [used] from activities involving a) resources from and returns to owners and b) borrowing money and repaying or otherwise settling amounts borrowed on short or long-term based credit. See SFAS NO. 95,102 and 104.
4. The increase [decrease] in the cash balance during the fiscal year; difference in beginning and ending cash balance for the fiscal year. [sum of line items 1 thru 3 above]. See SFAS NO. 95,102 and 104. eZ-Audit system will calculate this automatically.
5. The balance in cash at the beginning of the fiscal year. See SFAS NO. 95,102 and 104.
6. The balance in cash at the end of the fiscal year. [sum of line items 4 and 5 above]. See SFAS NO. 95,102 and 104. eZ-Audit system will calculate this automatically.
7. Click the **CANCEL** button to erase all entries.
8. Click the **CALCULATE** button for eZ-Audit to conduct all calculations.
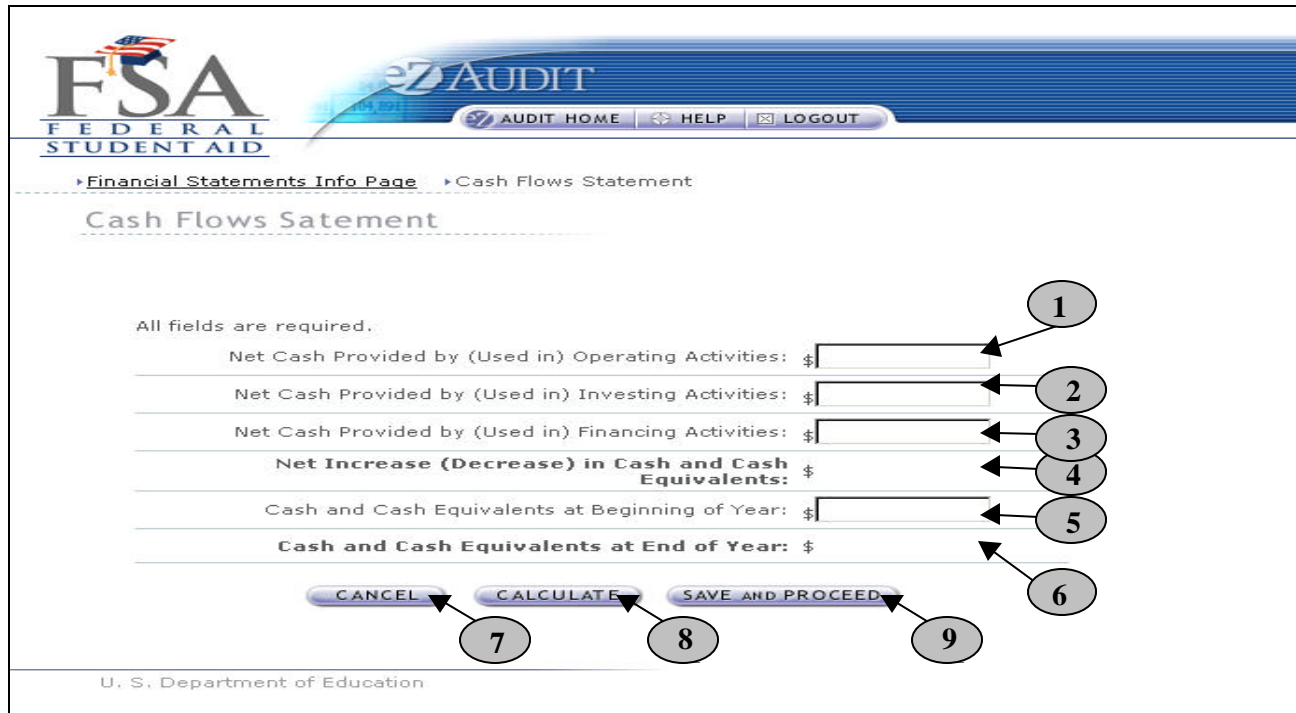9. Click the **SAVE and PROCEED** button to save all entries and to take you back to the Financial Statements page.

Program and Audit Information

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Create FYE----Annual Submission", and then click on the underlined text "Program and Audit Info". The screen below should appear:

> **NOTE**
>
> **If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have specific programs and findings then you must click YES when the system prompts you with this question.**

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Please check the appropriate boxes for programs examined in your audit. See the note above.
3. Please indicate period audited in specified format.
4. Begin date is the beginning of the audit period.
5. End date is the end of the audit period.
6. Provide a reason if your audit period is less than a year.

Program and Audit Information Continues:

7. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated, **YES** will be displayed with the name of the institution the Department of Education has on file as covered in the financial statements. Please see the note above and contact the help desk at 1-877-263-0780 if you require additional help or if there are any discrepancies.
8. This is the auditor on file with the Department of Education.
9. If the auditor's information is correct, no action is required. If incorrect, please update with current information.
10. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.
11. If your audit does not contain any findings, click **NO** and no action is required. If **YES** and the audit contains Pell Adjustment, Student Eligibility, Disbursement or Refunds findings, please check all that is applicable.

Program and Audit Information Continues:

12. Check all appropriate options regarding you audit examination.
13. Select appropriate opinion from the drop down list based on your auditor's opinion.
14. Choose **YES**, if your auditor sited any findings in the prior year's fiscal audit report.
15. Click the **CANCEL** button to make changes to all entries.
16. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page.
17. Click the **SAVE and PROCEED** button to go to the **Non Profit Annual Submission-Completeness Checklist page**. This is the next stage in the submission process.

NOTE | **If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits findings have then you must click YES when the system prompts you with this question.**

Completeness Checklist

If you successfully entered or saved the information inputted on the Program and Audit Information page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Create FYE----Annual Submission", and then click on the underlined text "Completeness Checklist ". The screen below should appear:

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
   a.   Provide reasons for each deemed not applicable ("N/A").

Completeness Checklist Continues:

3. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Upload Attachment** page.

Step-by-Step Guide to Using eZ-Audit For Not-for-profit Schools

Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Create FYE----Annual Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

Non-profit Annual Submission FILE UPLOAD

» Non-Profit School   1
  ▪ OPEID:44556600

As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times greater than 1 minute is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting 'All' satisfies all required fields.

File: [   ]   Browse...   2

Audited Financial Statements: ☐
Compliance Audit: ☐
Corrective Action Plan: ☐   3
Other: ☐
All: ☐

ADD   4

5   6   7

CANCEL   SAVE   SAVE AND PROCEED

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

A. Scroll down to locate correct directory.

B. Select correct folder or directory to locate file.

C. Ensure the correct file name is displayed.

D. Click on the **Open** button to attach file.
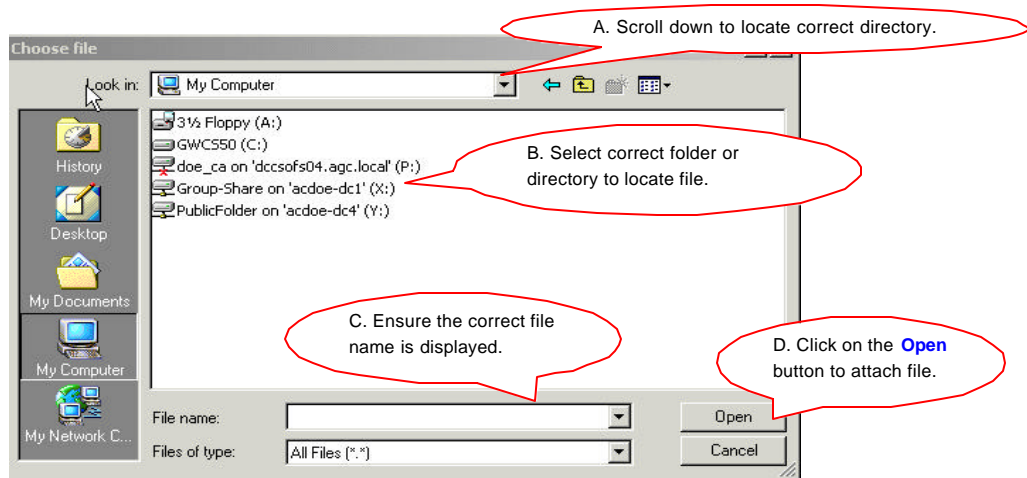
3.   Check all appropriate boxes for the document(s) you attached.
4.   After the document has been attached and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.
5.   Click the **CANCEL** button to erase all entries.
6.   Click the **SAVE** button to save all entries currently on screen.
7.   Click the **SAVE and PROCEED** button to take you to the Not-for-profit Annual submission-submit page.

| *NOTE* | **As part of your annual submission, you must include an electronic copy of your complete audited financial statements and compliance audit. Please note that all files must be in a non editable. pdf format and no personal information such as Social** |

Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page.

Not-for-profit Annual Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submissions by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Create FYE----Annual Submission", and then click on the underlined text "Submit". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the **SUBMIT TO ED** button to complete your Not-for-profit Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission.
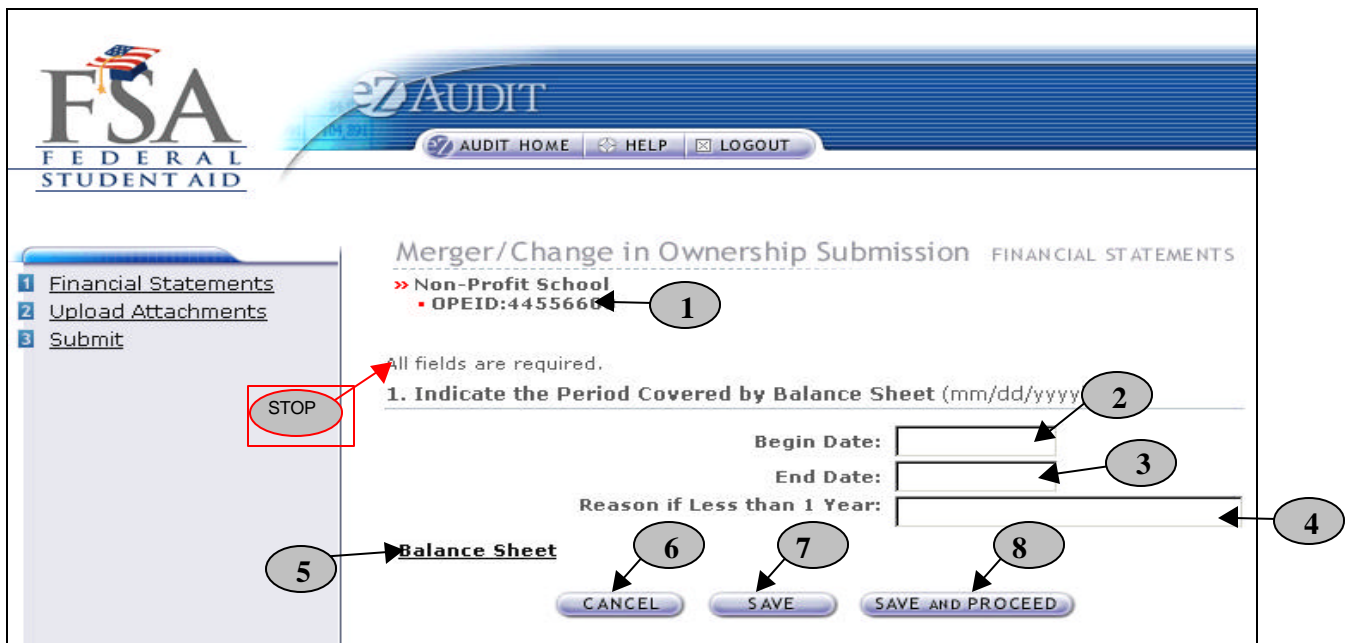
NOTE   **You will have "read" access only once submitted.**

Merger/Change in Ownership

Financial Statement

To complete a Change in Ownership Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Create Merger/Change in Ownership Submission", and then the screen below should appear:

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Begin date is the beginning of the audit period.
3. End date is the end of the audit period.
4. Provide a reason if your audit period is less than a year.
5. Click on Balance Sheet- (see section on completing the Balance Sheet).
6. Click the **CANCEL** button to make changes to all entries.
7. Click the **SAVE** button to ensure all entries currently on the screen are successfully stored by the system.
8. Click the **SAVE and PROCEED** button to go to the Upload Attachments page. This is the next stage in the submission process.

Balance Sheet

See "Balance Sheet" on the Financial Statements page under Annual Submissions for details in completing all data fields.
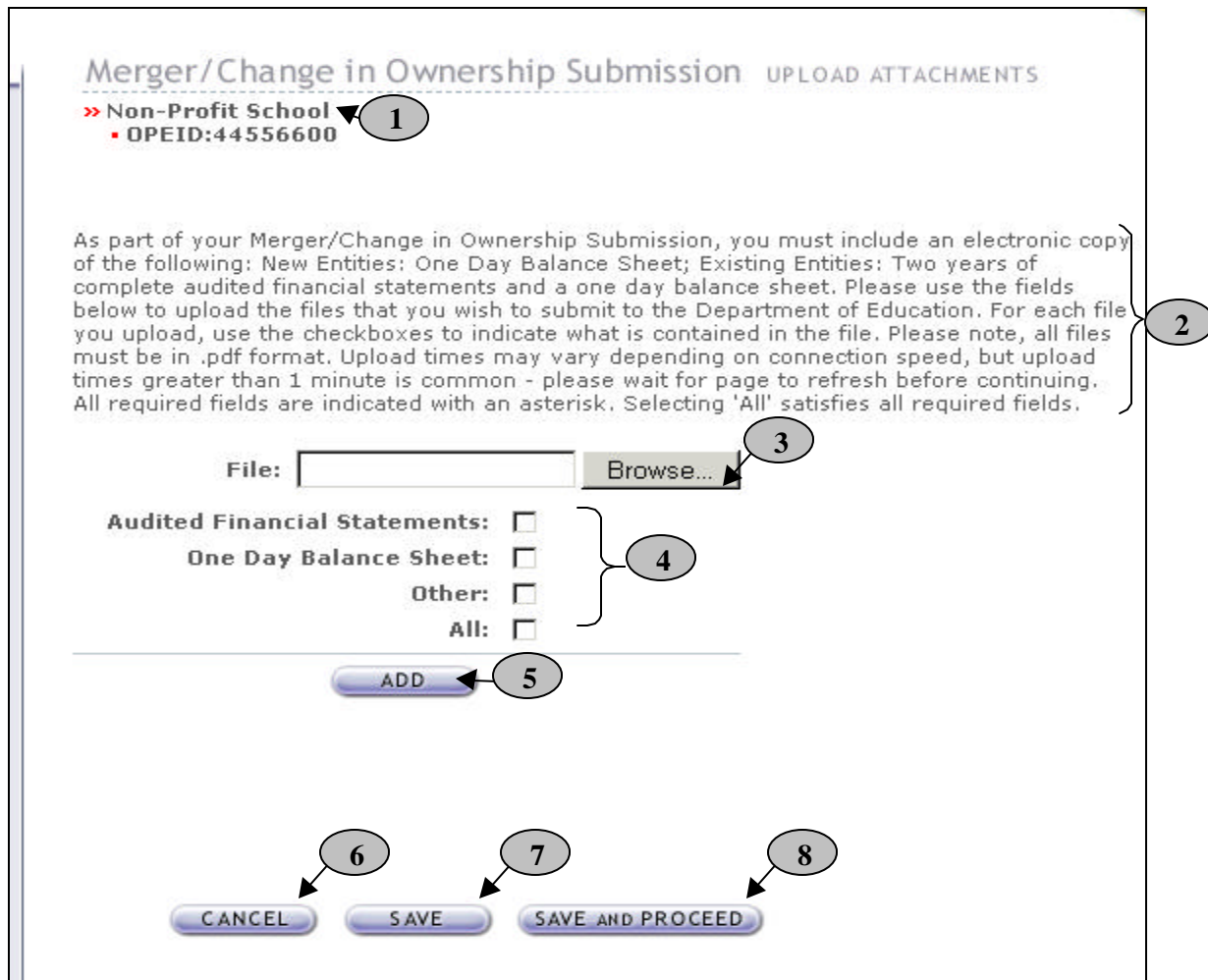
NOTE	**With a Change in Ownership, Not-for-profit schools are required only to complete the Balance Sheet (Statement of Position).**

Upload Attachments

If you successfully entered or saved the information inputted on the Create Merger/Change in Ownership Submission-Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Create Merger/Change in Ownership Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this correct.
2. Read and follow instructions accordingly.
3. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching for and attaching document(s).
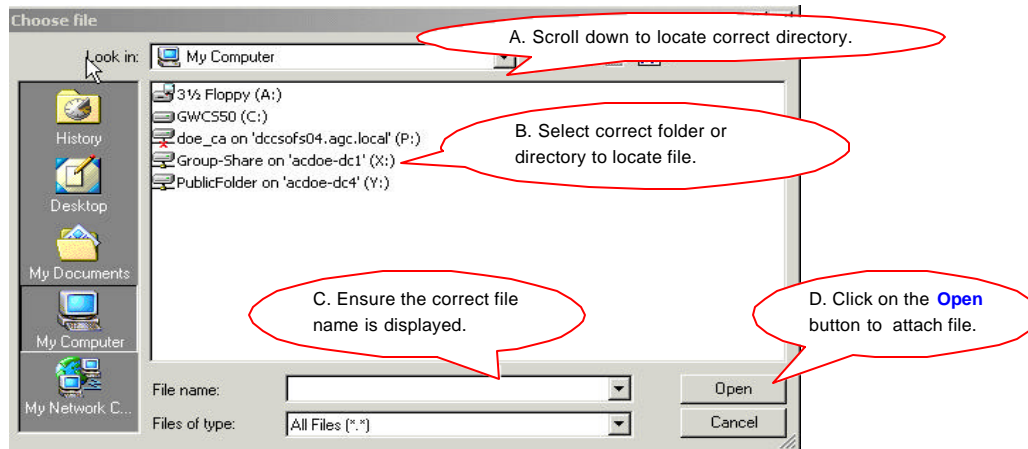
4. Check all appropriate documents attached.
5. After the document has been selected and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.
6. Click the **CANCEL** button to make changes to all entries.
7. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
8. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Merger/Change in Ownership Submission page**. This is the next stage in the submission process.

NOTE	As part of your change in ownership submission, you must include an electronic copy of your one-day balance sheet and/or complete audited financial statements. Please note that all files must be in a non-editable .pdf format.

Step-by-Step Guide to Using eZ-Audit For Not-for-profit Schools

Merger/Change in Ownership Submission-Submit

If you successfully entered, saved and attached an electronic copy of your complete audited financial statements by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Merger/Change in Ownership ", and then click on the underlined text "Submit". The screen below should appear:

1. This should read the name of your institution and OPEID number.
2. Read to understand and attest that you have met all requirements.
3. Click on the **SUBMIT TO ED** button to complete your submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission.

> *NOTE*   **You will have "read" access only once submitted.**

Initial/Reinstatement Submission

Financial Statement

To submit your institution's Initial/Reinstatement Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Create Initial Submission", and then the screen below should appear with your institution's name:

1. This should read your institutions name and OPEID number. Confirm that this is correct.
2. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated contact the help desk at 1-877-263-0780 for additional help.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor information on file with the Department of Education.
7. Please update with current auditor information.
8. Please enter the auditor's Tax Identification Number (TIN).

Create Initial Application Submission – Financial Statement Continues:

4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? **9**

YES   NO
○   ○

5. Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)? **10**

YES   NO
○   ○

6. Opinion Type **11**

– Select an Opinion Type – ▾

9. Are your financial statements prepared in accordance with GAAP? Please see 34CFR 668.23 for requirements.
10. Are your financial statements audited in accordance with GAGAS? Please see 34CFR 668.23 for reporting requirements.
11. Please select appropriate opinion type from the drop down lists based on your auditor's opinion.

Create Initial Application Submission –Financial Statements Continues:

12. If your submission contains any of the disclosures listed, please select all that applies as **YES** or **NO** for all disclosures that do not apply.
13. Under this section, please click on each of the types of statements and complete the fields requested.
14. Click on Balance Sheet –(see section on completing the Balance Sheet).
15. Click on Statement Of Activities -(see section on completing the Statement of Activity).
16. Click on Cash Flow Statement - (see section on completing the Cash Flow Statement).
17. Click the **CANCEL** button to make changes to all entries.
18. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
19. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

Balance Sheet
See "Balance Sheet" on the Financial Statements page under Annual Submissions for details in completing all data fields.

Statement Of Activities
See "Statement Of Activities" on the Financial Statements page under Annual Submissions for details in completing all data fields.

Cash Flow Statement
See "Cash Flow Statement" on the Financial Statements page under Annual Submissions for details in completing all data fields.
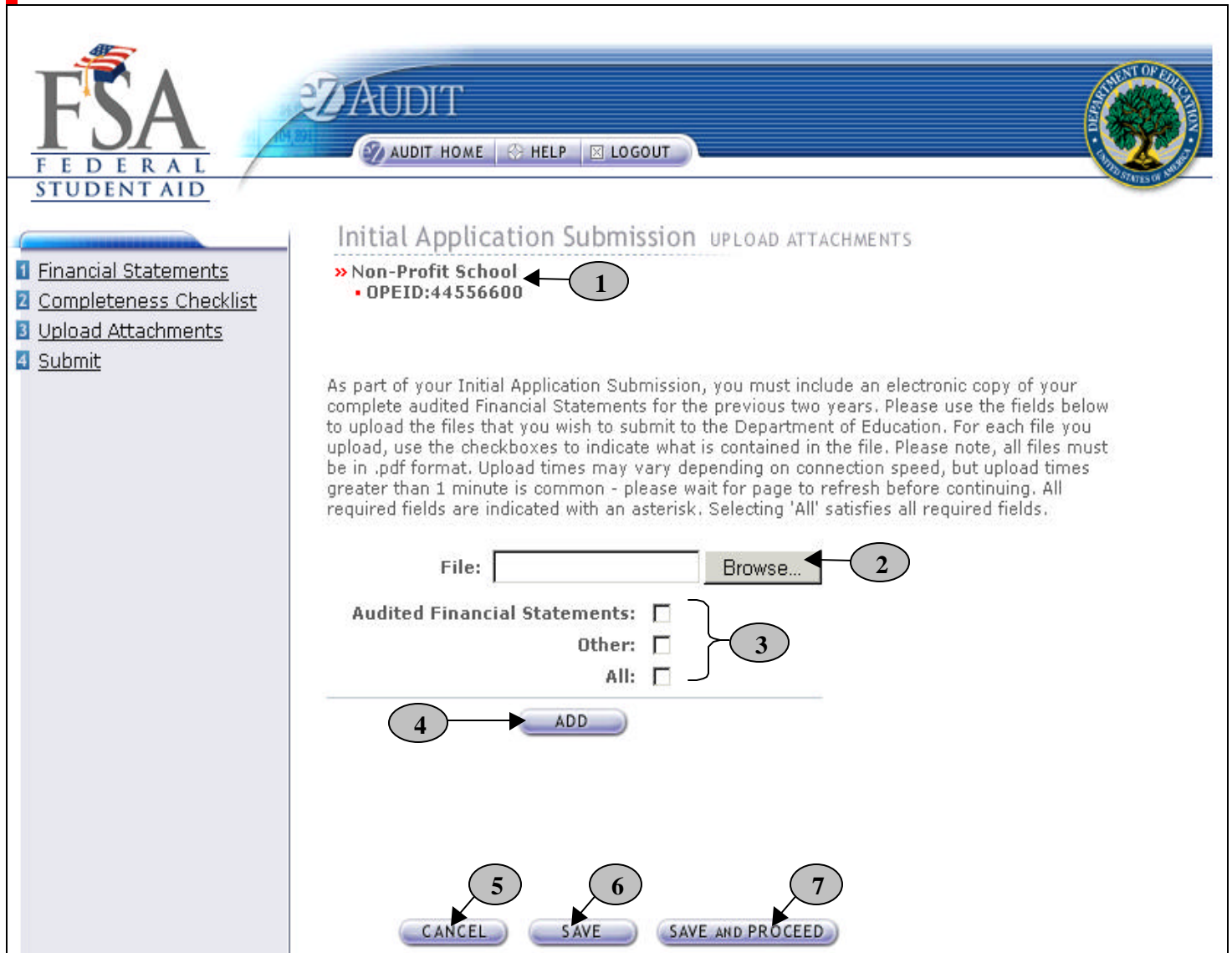
> | NOTE | **Balance Sheet, Statement of Activities and Cash Flow Statement are required for initial /reinstatement submissions.**

Step-by-Step Guide to Using eZ-Audit For Not-for-profit Schools

Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Create Initial Application Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document.

A. Scroll down to locate correct directory.

B. Select correct folder or directory to locate file.

C. Ensure the correct file name is displayed.

D. Click on the **Open** button to attach file.

3.   Check all appropriate documents attached.
4.   After the document has been selected and the file type identified by checking the box, click the "**ADD**" button to ensure that the document has been successfully attached to your compliance audit submission.
5.   Click the **CANCEL** button to erase all entries.
6.   Click the **SAVE** button to save all entries currently on the screen.
7.   Click the **SAVE and PROCEED** button to take you to the Initial Application Submission-submit page.

NOTE	**As part of your Initial Submission, you must include an electronic copy of your 2 most recent fiscal year end audited financial statements. Please note that all files must be in a non-editable .pdf format.**

Initial/Reinstatement Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institutions eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Initial/Reinstatement Submission", and then click on the underlined text "Submit". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED"** button to complete your Initial Application Submission process.

NOTE	**You will have "read" access only once submitted.**

Stub Audit Submission

Financial Statement

To complete your institution's Stub Audit Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Stub Audit Submission", and then the screen below should appear with your institution's name:

> **NOTE** **If you are submitting for a school group (consolidated financial statements and/or consolidated compliance audit) only one institution (OPEID) in the group should be used to satisfy the reporting requirement for all institutions that are part of the school group.** **In other words, if any of your group audits have specific programs and findings then you must click YES when the system prompts you with this question. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.**

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated, **YES** will be displayed with the name of the institution the Department of Education has on file as covered in the financial statements. Please see the note above and contact the help desk at 1-877-263-0780 if you require additional help or if there are any discrepancies.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education.

7. If the auditor's information is correct, no action is required. If incorrect, please update with current information.
8. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing

Stub Audit Submission Continues:

4. Are your financial statements prepared in accordance with ~~9~~ erally Accepted Accounting Principles (GAAP)?

YES   NO
○   ○

5. Are your financial statements audited in accordance with ~~10~~ erally Accepted Government Auditing Standards (GAGAS)?

YES   NO
○   ○
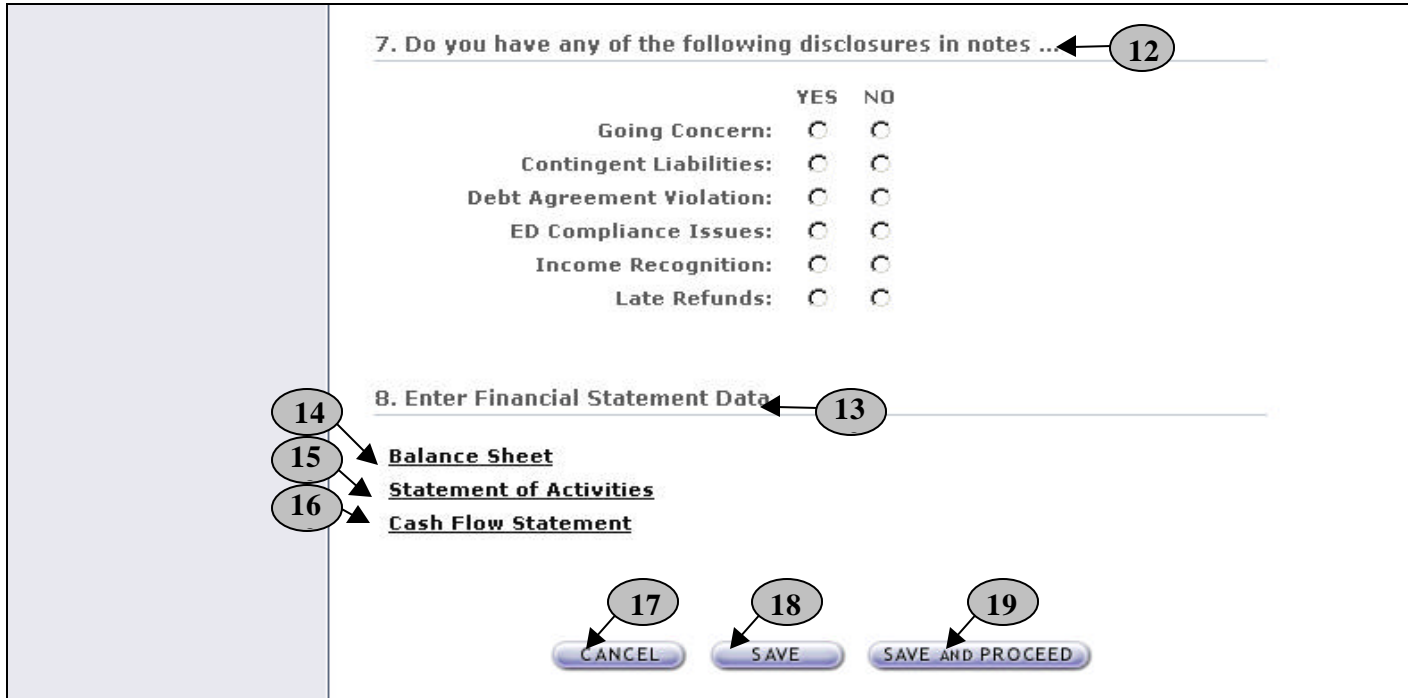
6. Opinion Type

[– Select an Opinion Type – ▼]

9. Are your financial statements prepared in accordance with GAAP? Please see 34CFR 668.23 for requirements.
10. Are your financial statements audited in accordance with GAGAS? Please see 34CFR 668.23 for reporting requirements.
11. Please select appropriate opinion type from the drop down list based on your auditor's opinion.

Stub Audit Submission Continues:

12. If your submission contains any of the disclosures listed, please select all that applies as **YES,** or **NO** for all disclosures that do not apply.
13. Under this section, please click on each of the types of statements and complete the fields requested.
14. Click on Balance Sheet –(see section on completing the Balance Sheet).
15. Click on Statement of Activities –(see section on completing the Statement of Activities).
16. Click on Cash Flow Statement-(see section on completing the Cash Flow Statement).
17. Click the **CANCEL** button to make changes to all entries.
18. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
19. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

Balance Sheet
See "Balance Sheet" on the Financial Statements page under Annual Submissions.

Statement of Activities
See "Statement of Activities" on the Financial Statements page under Annual Submissions.

Cash Flow Statement
See "Cash Flow Statement" on the Financial Statements page under Annual Submissions.

NOTE	**Not-for-profit schools submitting a Stub Audit Submission are required to complete: the Balance Sheet, Statement of Activities and Cash Flow Statement.**

Completeness Checklist

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Stub Audit Submission", and then click on the underlined text "Completeness Checklist ". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
    a.   Provide reasons for each deemed not applicable ("N/A").

Completeness Checklist Continues:

3. Provide additional notes or comments as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page.

Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Stub Audit Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document.

A. Scroll down to locate correct directory.

Choose file

Look in: My Computer

- 3½ Floppy (A:)
- GWC550 (C:)
- doe_ca on 'dccsofs04.agc.local' (P:)
- Group-Share on 'acdoe-dc1' (X:)
- PublicFolder on 'acdoe-dc4' (Y:)

B. Select correct folder or directory to locate file.

History
Desktop
My Documents
My Computer
My Network C...

C. Ensure the correct file name is displayed.

D. Click on the **Open** button to attach file.

File name:

Files of type: All Files (*.*)

Open
Cancel

3. Check all appropriate documents attached.
4. After the document has been selected and the file type identified by checking the box, click the "**ADD**" button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on the screen.
7. Click the **SAVE and PROCEED** button to take you to the Stub Audit Submission-submit page.

NOTE **As part of your stub audit submission, you must include an electronic copy of your complete audited financial statements and compliance audit. Please note that all files must be in a non-editable .pdf format and no personal information should be contained in attachments such as Social Security Numbers.**

Stub Audit Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Stub Audit Submission", and then click on the underlined text "Submit". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your Stub Audit Submission process.

NOTE	You will have read access only once submitted. Please note that only the financial statements and audit sections for the period audited should be completed and the Stub Audit must be attached.

Change in FY End

Change in FY END Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institutions eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Change Fiscal Year End Date", and then click on the underlined text "Change in FY End". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. This represents information on file with ED concerning current fiscal year.
3. Click on the drop down list to change date as desired.
4. Click on the "**SUBMIT TO ED**" button to ensure that date change is captured by the eZ-Audit system.
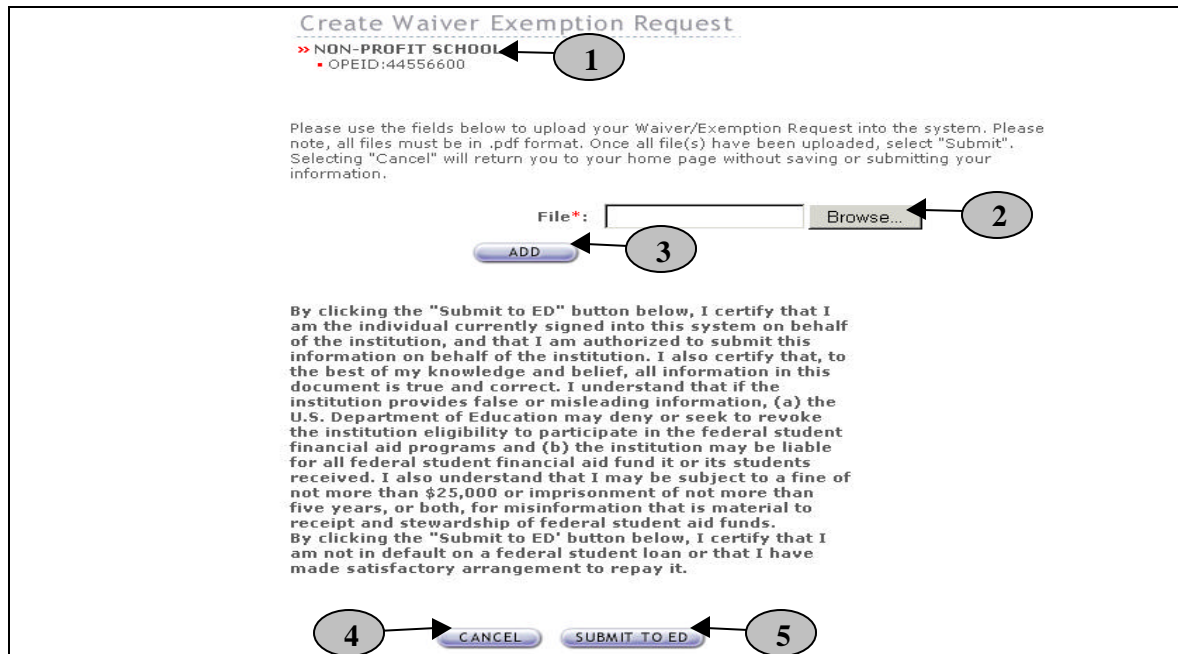
> **NOTE**   **When notifying ED of a change in fiscal year end, please submit change 90 days prior to your current fiscal year end date. Contact your Case Team Representative for** information regarding additional submission requirements.

Waiver/Exemption Request

Create Waiver/Exemption Request

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Other Submissions", and then click on the underlined text "Create Waiver Exemption Request". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document to be attached. The screen below should appear:

A. Scroll down to locate correct directory.

B. Select correct folder or directory to locate file.

C. Ensure the correct file name is displayed.

D. Click on the **Open** button to attach file.

3. After the document has been attached and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your compliance audit submission. The screen will then change to the screen below:

4. Click the **CANCEL** button to erase all entries.
5. Click the **SUBMIT TO ED** button to submit your Waiver Exemption Request. This will then take you to your institution's homepage with a displayed confirmation of your transaction.

Additional Information

Additional Information Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Other Submissions", and then click on the underlined text "Submit Additional Information". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Select a submission type.
3. Click on the **Browse** button to search for document to be attached. The screen below should appear:
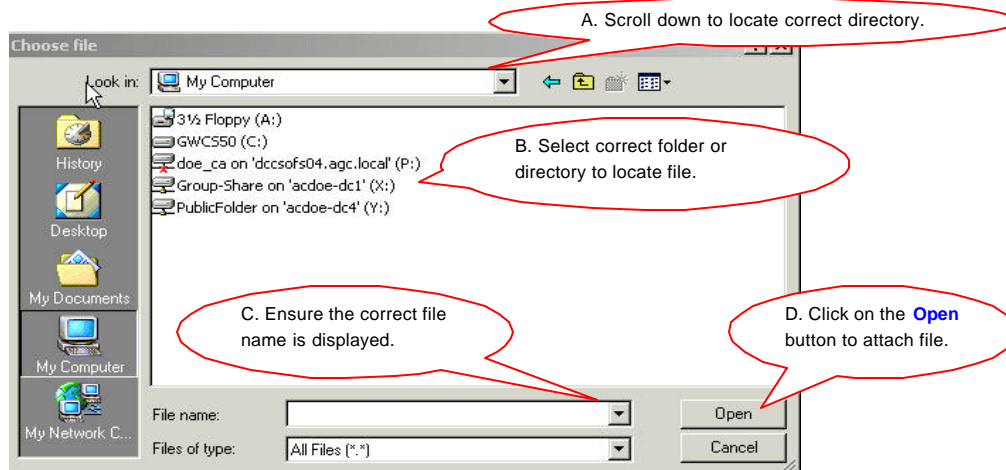
4. After the document has been attached and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.

> **NOTE** **All schools are allowed to submit additional information (not requested) related to a current submission before Case Management has completed the review of the schools submission.**

Appendix

Rules of Behavior

eZ-Audit System Rules of Behavior
Statement of Acceptance of User Responsibility

For Official, Approved Use Only – the eZ-Audit system is funded by the Government to support various programmatic efforts needed to accomplish the FSA mission. As such, these resources are to be used only for official Government business. Users should remember that when they use the eZ-Audit system, they are acting in their employment capacity on behalf of ED. Unless approved in writing by management, any activity outside that employment capacity, or which could bring harm or embarrassment to ED/FSA must be avoided.

Privacy Expectations – All users are cautioned that, in general computers, networks, and information systems are not "private." Users should have no expectation of privacy when using computing resources. E-mail sent via the eZ-Audit system may bear site-specific identifiers in the address (name@ed.gov). As such, regardless of disclaimers, users employing ED/FSA e-mail are representing the site and ED/FSA and must act accordingly.

Monitoring of Computing Resources – Activities on ED/FSA systems and networks are subject to monitoring, recording, and periodic audits to ensure that the resources are functioning properly and to protect against unauthorized use. The System Administrator may access any user's computer system or data communications and disclose information obtained through such auditing to appropriate third parties, e.g., law enforcement personnel. Use of ED/FSA computing resources implies consent by the user to such monitoring, recording, and auditing.

Violations – It is critical that all users adhere to ED/FSA computer policies and accepted user principles regarding appropriate use. Violations of these principles or policies may lead to disciplinary action, possibly including termination of funding and/or employment. Designated administrators or other authorized personnel will evaluate and determine the degree of violation and appropriate disciplinary action.

Manager/Administrator Responsibilities – Management personnel will lead in applying these user principles. Managers are responsible for implementing these accepted user principles in their organization and will be accountable for ensuring that users are aware of and acknowledge their responsibilities.

Accepted User Principles
Users' access to computing resources indicates a level of trust bestowed upon them by their management and ultimately by ED. Users are responsible for their actions and must be aware of and acknowledge their responsibilities.

At a minimum *all users* are responsible for these principles:
- Ensuring that the eZ-Audit system is used only for official Government business.
- Knowing who their site computer security personnel are and how they can be contacted.
- Ensuring that the eZ-Audit system is used in compliance with Title IV program participation agreements and other applicable regulatory requirements to ensure program integrity.

- Protecting the information users are processing from access by, or disclosure to, unauthorized personnel.
- Immediately reporting all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel.
- Protecting authenticators, such as passwords.
- Reporting any compromise or suspected compromise of a password to designated computer security personnel.
- Accessing only systems, networks, data, control information, and software for which they are authorized.
- Ensuring that system media and system outputs are marked according to their sensitivity and are properly controlled and stored.
- Knowing required storage sanitizing procedures (e.g., overwriting disks that contain sensitive data prior to reuse).
- Avoiding the introduction of malicious code into any computing resource.
- Preventing physical damage to the system.
- Notifying management before relocating computing resources.
- Ensuring that the work area is secured at all times and not duplicated.
- Following procedures for signing out sensitive application documentation when removing these documents from the library and ensuring that sensitive information is not removed from the work area.
- Not removing equipment or storage media from the work area without prior written authorization from the designated systems administrators, security officer or other authorized personnel.

_____ _____

Signature   Date

Statement of Financial Positions (Balance Sheet) Mapping and References for eZ-Audit

#	Line Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
1	Cash and Cash Equivalents	Cash on hand, demand deposits in banks and other accounts characteristic of demand deposits that may be withdrawn without prior notice or substantial penalty.	Statement of Financial Position and Notes	SFAC No.6, FASB Technical Bulletin No. 81-4 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Accounts Receivable - Students	All amounts due from students on account.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Accounts Receivable - Employee	All amounts due from employee borrowings from the institution or employee advances.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	Accounts Receivable, - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account that are collateralized or subject to a security agreement.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 57/117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Accounts Receivable, - Related Parties: unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account that are not collateralized or subject to a security agreement.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 57/117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

#	Line Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
6	Contributions Receivable	All amounts receivable from contributors and/or donors.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
7	Pledged receivables	All amounts receivable due to pledges by constituents, etc.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
8	Accounts Receivables, - other	All amounts on account not included in line items 2 thru 7 above.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
9	Allowance for Doubtful Accounts	The amount of an allowance recorded to recognize the value of uncollectible accounts.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
10	*Net Accounts Receivable*	Net realizable value of all accounts receivable. Equals gross accounts receivable less the allowance for doubtful accounts [line items 2 thru 8 minus 9].	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
11	Prepaid Expenses	Expenses that result from a cash outlay in a prior period; and, has not yet been consumed.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

#	Line Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
12	Inventories	The cost of goods purchased for resale in the normal course of business.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
13	Notes Receivable - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 57/117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
14	Notes Receivable, - Related Parties; unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 57/117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
15	Notes Receivable - Other	All amounts on account in the form of promissory notes not included in line items 11 and 12 above.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
16	Property, Plant and Equipment, including capitalized leases	Property, Plant and Equipment used in operations [placed in service]; not to include construction in progress.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117/121	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
17	Accumulated Depreciation	Cumulative total of all depreciation expense incurred on property, plant and equipment including capital leases used in operations.	Statement of Financial Position and Notes	SFAS 93, APB No. 1 & SFAS 93/117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

#	Line Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
18	*Net Property, Plant and Equipment, including capitalized leases*	Property, Plant and Equipment including capitalized leases net of accumulated depreciation. [line item 16 minus line item 17]	Statement of Financial Position and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
19	Bond Issuance Costs	Costs of issuing bonds including documents preparation, origination, placement fees, etc.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
20	Intangible Assets, net of accumulated amortization	All purchased intangibles including patents, franchises, copyrights, trademarks, brand names, covenants not to compete, goodwill, accreditation costs, program development costs, etc.	Statement of Financial Position and Notes	APB No.1, SOP 98-5 & SFAS 117/142	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
21	Investments	Debt and equity securities, facilities, land and other assets held for long-term purposes.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 115/117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
22	Deferred Advertising	Deferred [capitalized] advertising costs resulting from direct response advertising, only.	Statement of Financial Position and Notes	SOP 93-7 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
23	Other Assets	All assets not included in line items 1 thru 20 above.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

#	Line Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
24	*Assets*	Sum of all assets included in line items 1 thru 23 above.	Statement of Financial Position and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
25	Accounts Payable	All amounts owed to suppliers or providers of services from normal operations.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
26	Refunds Payable	All amounts owed to students and/or financial partners subject to Title IV programs.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
27	Student Deposits and Advances	All amounts owed to students from deposits and advance payments.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
28	Accrued Expenses	Current liabilities that result from the consumption of an asset or service during the fiscal year prior to payment.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
29	Deferred Tuition	Receipts on tuition not recognized as revenue due to Department policy requiring pro rata recognition.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

#	Line Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
30	Lines of Credit	Amounts owed due to lines of credit with banks.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
31	Capital Lease Obligations	Net present value of minimum lease payments not maturing during the next fiscal year.	Statement of Financial Position and Notes	SFAS 13/98 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
32	Long-term Debt, Notes	All formal long-term debt instruments in the form of promissory notes used for long-term purposes.	Statement of Financial Position and Notes	SFAS 47 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
33	Long-term Debt, Bonds	All formal long-term debt instruments in the form of bonds used for long-term purposes.	Statement of Financial Position and Notes	SFAS 47 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
34	Long-term Debt, Other	All other instruments of debt used for long-term purposes.	Statement of Financial Position and Notes	SFAS 47 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
35	Post Employment & Post Retirement Benefits	All amounts owed on plans that pay employees or their beneficiaries for post reemployment or post retirement benefits other than pensions; must be shown on face of the balance sheet.	Statement of Financial Position and Notes	SFAS 106, 112, 32 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

#	Line Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
36	Deferred Compensation	All amounts owed for pensions, retirements and other deferred elements of compensation	Statement of Financial Position and Notes	SFAS 106, 112, 32 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
37	Annuities Payable	Obligations arising from transactions with donors via split interest agreements, etc.	Statement of Financial Position and Notes	Audit and Accounting Guide [AICPA] Not-For Profits	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
38	Other Liabilities	All liabilities not included in line items 25 thru 37 above.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
39	*Liabilities*	Sum of all liabilities included in line items 25 thru 38 above.	Statement of Financial Position and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
40	Unrestricted Net Assets	Net assets of the institution not subject to donors restrictions as to time and purpose	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
41	Annuities, Life Income Funds and Term Endowments	Components of temporarily restricted net assets that arise from transactions with owners via split interest agreements.	Statement of Financial Position and Notes	Audit and Accounting Guide [AICPA] Not-For Profits	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

42	Other Temporarily Restricted Net Assets	All temporarily restricted net assets not included in line item 41 above.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
43	*Total Temporarily Restricted Net Assets*	Total nets assets of the institution temporarily subject to donor's restrictions as to time or purpose [included in line items 41 thru 42 above].	Statement of Financial Position and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
44	Permanently Restricted Net Assets	Net assets of the institution permanently subject to donor's restrictions as to time and purpose.	Statement of Financial Position and Notes	SFAC No.6 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
45	**Net Assets**	Sum total of all categories of net assets [sum of line items 40, 43 and 44 above].	Statement of Financial Position and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
46	**Liabilities and ssets**	Sum of Total Liabilities and Total Net Assets [line item 39 plus line item 45]	Statement of Financial Position and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

Statement of Activities Mapping and References for eZ-Audit

#	Item	*Description*	Mapped Reference	Accounting Reference	Regulatory Reference
1	Tuition and Fees	Income received from students duly enrolled in the institution per ED income recognition policy net of internal scholarships.	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Contributions	Value of assets received from contributors and donors via transactions with unrelated parties.	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Auxiliary Enterprises	Income received from supporting or supplementary activities [e.g. dormitories, food service, book store].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	Investment Income	Income received from assets classified as investments [e.g. debt and equity securities].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Other Income	All income elements not included in line items 1 thru 4 above [including all other increases in unrestricted net assets [transfers in].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Net Assets Released from Restrictions	Value of all assets released to unrestricted net assets for operations purposes after lapse of donor restrictions.	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

7	*Total Unrestricted Revenues*	Sum total of elements of income [line items 1 thru 6 above].	Statement of Activities and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
8	Instruction Expense	Expense incurred on activities conducted for instructional purposes [e.g. faculty salary/wages and related expenses, instruction materials, etc.].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
9	*Research Expense*	Expense incurred on activities conducted for research purposes [e.g. cost of wages, materials and facilities].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
10	Public Service Expense	Expense on activities conducted for public service purposes [e.g. community services, public relations, etc.].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
11	Academic Support Expense	Expense on activities conducted for academic support [e.g. President's Office, Financial Aid, Registrar, Business Office, etc.].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
12	Student Services Expense	Expense on activities conducted for student services [admissions, student affairs, placement, publications, etc.].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

13	Institutional Support Expense	Expense on activities conducted for institutional support [computer services, special programs, alumni relations, etc.].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
14	Depreciation and Amortization Expense	Expenses for the systematic expiration of tangible assets [depreciation] and intangible assets [amortization] used in operations	Statement of Activities and Notes	APB No.9/30 & SFAS 93/117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
15	Interest Expense	Expenses on outstanding debt securities of the institution.	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
16	Auxiliary Enterprises Expense	Expense incurred on other supporting or supplemental activities [e.g. dormitories, food service, grounds, maintenance, book store, etc.]	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
17	Internal Scholarships, not shown as contra income above	Costs of internal developed scholarships; should be treated as contra revenue items.	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
18	Other Expenses	All expenses not include in line items 8 thru 17 above [including all other decreases in unrestricted net assets; and, expenses related to temporarily or permanently restricted net assets].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
19	Net Assets Released to Restrictions	Value of unrestricted net assets released [transferred] to restricted [temporarily or permanently] net assets.	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

20	*Total Unrestricted Expenses*	Total of all expenses shown above [line items 8 thru 19].	Statement of Activities and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
21	Change in Unrestricted Net Assets	Net of all increases [line item 7 minus line item 20 above].	Statement of Activities and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
22	Unrestricted Net Assets, beginning of year	The balance of unrestricted net assets at the beginning of the fiscal year.	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
23	Unrestricted Net Assets, end of year	The balance of unrestricted net assets at the end of the fiscal year [line item 21 plus line item 22].	Statement of Activities and Notes	APB No.9/30 & SFAS 117	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

Cash Flow Statement Mapping and References for eZ-Audit

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
1	Net Cash Provided from [Used by] Operating Activities	Net cash provided from [used by] operating activities arrived at by adding non-cash expenses to and subtracting non-cash revenues from net income.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Net Cash Provided from [Used by] Investing Activities	Net cash provided [used] from activities involving: a) lending money and collecting on loans, b) acquiring and selling or disposing on available-for-sale or held-to-maturity securities and c) acquiring and selling or disposing of long-term productive assets.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Net Cash Provided from [Used by] Financing Activities	Net cash provided [used] from activities involving a) resources from and returns to owners and b) borrowing money and repaying or otherwise settling amounts borrowed on short or long-term bases. credit.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	Net Increase [Decrease] in Cash	The increase [decrease] in the cash balance during the fiscal year; difference in beginning and ending cash balance for the fiscal year.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Cash at Beginning of Year	The balance in cash at the beginning of the fiscal year.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Cash at End of Year	The balance in cash at the end of the fiscal year.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172